



# ENTHEOS ACADEMY

EXCELLENCE • SERVICE • LEADERSHIP

## 4112 LEA RELATIONSHIP TO EDUCATOR EXTERNAL ACTIVITIES

### **Purpose**

This policy explains the requirements for educators who want to provide educational services outside their regular work at Entheos Academy. It ensures that these activities are ethical, transparent, and comply with state rules.

### **Scope**

This policy applies to all educators employed by Entheos Academy, including licensed teachers and staff who provide instruction, supervision, or advisory services to students.

### **Definitions**

**Educator:** Any staff member who teaches, advises, or supervises students.

**Private Educational Activity:** Any tutoring, camp, clinic, lesson, or other educational service an educator offers outside their regular employment for pay.

**LEA Resources:** School time, facilities, equipment, supplies, staff, or confidential information.

### **Policy**

#### Disclosure of Private Activities

- I. Educators must submit a written disclosure to the school before offering any private educational activity.
- II. The school will review the disclosure to ensure the activity:
  - A. Does not create a conflict of interest (see Policy 3104),
  - B. Does not interfere with the educator's regular duties, and
  - C. Does not improperly use school resources.

#### Use of School Resources

- I. Educators may not use school time, facilities, equipment, supplies, staff, or confidential information for private activities unless the school approves it in writing.

## **4112 LEA Relationship to Educator External Activities**

### **Promotion and Advertising**

- I. Educators may not use their job title, the school name, letterhead, or school communication channels to advertise private activities unless approved by the school.
- II. If approved, the promotion must clearly state that the activity is not sponsored by Entheos Academy.

### **Contracts When the School Engages Educators**

- I. If the school hires an educator for a private activity, there must be a written agreement that:
  - A. Defines the work, responsibilities, and payment,
  - B. Addresses potential conflicts of interest consistent with Policy 3104, and
  - C. Follows all applicable laws and rules for school funds.

### **Procedures**

- I. Educators must submit disclosures before starting private activities.
- II. The school will review and approve or deny the activity.
- III. Written agreements must be signed before any work or payment occurs when the school contracts with an educator.

### **Compliance and Consequences**

- I. Failure to follow this policy may result in disciplinary action, up to and including termination, and may affect licensure if state rules are violated.

REF: Utah Admin. Code R277-107-3(3)-(6)